VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT CS-376 Rev. (8/08)

DESCRIPTION OF POSITION

TITLE OF POSITION: Sr. Reconciliation Clerk **CLASSIFICATION CODE:** 02454400
SALARY RANGE: C614A 32916-42426 **REFERENCE POSITION NO:** 136011300-30
Department or Agency Name: Corrections **APPLICATION PERIOD:** 10/4/10 to 10/10/10
Division/Section/Unit: Administration/Financial Resources/Business Office 3 day grace 10/13/10
Assignment(s)/Comments:
Shift and Days: Mon –Fri 8:30 am to 4:00 pm **Job Location:** 39 Howard Ave., Cranston, RI
Restrictions/Limitations: none
Position Covered By Collective Bargaining Agreement: **YES** X **NO**
Name of Bargaining Unit: RIBCO There **is** ___ **is not** X **a Civil Service List for this position.**
See A/B or Both for Specific Instructions
Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.

GENERAL INFORMATION TO CANDIDATE

INSTRUCTIONS:

A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.

MOST IMPORTANT - *please include the following information:*

- **The title of the position for which you are applying**
- **Name of department where you are currently employed**
- **Title of your present position and date you entered it**
- **Your business telephone number**
- **Date you entered State service**
- **Present Union Affiliation*****

E-VERIFY PROGRAM EMPLOYER

****** in certain agencies, bargaining union applications will receive preferential consideration according to contract.***

B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT:

If indicated above that **no civil service list** exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application.

C. AMERICANS WITH DISABILITIES ACT:

- **Reasonable Accommodation:**

If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

- **MEDICAL INFORMATION:**

Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

STATEMENT OF DUTIES

DUTIES / RESPONSIBILITIES:

This position will be responsible for processing requests for procurements in the department's centralized Business Operations Unit in accordance with DOC and state policies and procedures. Duties will include preparation of requisitions for supplies and services, processing of vendor invoices and maintaining records of fiscal transactions. This position performs contract monitoring functions to insure that payments are in compliance with contractual agreements. Position reviews the work of entry level staff and responds to inquiries from vendors and department staff and performs related work as required.

MINIMUM EDUCATION & EXPERIENCE

EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:

(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)
Education: Graduation from a senior high school; and
Experience: Employment involving examination and verification of receipt and expenditures.
Or, any combination of the above education & experience

ORACLE FINANCIALS, EXCEL, ACCESS AND INTERNET EXPERIENCE HIGHLY PREFERRED

WHERE TO APPLY

Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME OR CS-14 APPLICATION TO:

Ann Marie Hamilton
Office of Human Resources
39 Howard Avenue
Cranston, RI 02920

Phone: 401-462-5118
Fax: 401-462-2685
Email: annmarie.hamilton@doc.ri.gov
TTY/TDD #: 711
(Telecommunication Device for the Deaf)